



Facilities Reduction Program  
**Best Practices Toolbox**



**UNITED STATES ARMY CORPS OF ENGINEERS**  
**FACILITIES REDUCTION PROGRAM**

**Best Practices Toolbox**  
*(Library Document)*

**Frequently Asked Questions**

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## **GENERAL METHODOLOGY:**

### ***Why are there two different estimating methods?***

The quick estimate is intended to provide the user with a broad estimate range that would be expected when evaluating various IMA regions with a similar facility and is quickly achieved with minimal user input. In comparison, the “Advanced Estimate” tool accounts for location, local disposal costs, known environmental issues, and other considerations.

## **QUICK ESTIMATE:**

### ***How does the quick estimate work?***

The quick estimate is essentially a three step process that includes 1) Input of facility use (i.e. warehouse), 2) Input of facility construction type (i.e. wood frame), and 3) Final report summary.

### ***Why does my building not look like the one pictured in the quick estimate?***

The photographs provided are intended to depict common examples of buildings within a category and are not intended to be all inclusive.

### ***What is the difference between a traditional building and a special structure?***

Traditional buildings are anticipated to represent the most common building uses and construction types that will be encountered on Army installations (e.g. Warehouse, administrative facility, etc.) The special structures category includes less common buildings and structures such as bunkers, Quonset huts, etc.)

### ***What is the definition of “construction-type” and how do I determine the type of my facility?***

The construction-types categories were compiled based on common variations of construction methods/materials used to construct facilities within each use category. The type of a facility is divided into the four main structural elements of a building: foundation, floor, walls and roof.

### ***While using the quick estimate, I determined that the construction type of my facility did not fit into one of the pre-determined selections. How do I get my estimate?***

The categories are intended to group facilities that require similar labor and disposal methods/fees. In some instances, the original use of a building may have been reclassified so that the improper selection could be made. Refer to the FRP Library document related to “Construction Type Categories” for more information regarding the classification of facilities. If your facility can’t be properly classified by the Toolbox, use

the Toolbox “FRP Contact” link from the main menu for a customized estimate. Common or recurring project categories may be periodically added to the Toolbox based on user input.

## **ADVANCED ESTIMATE:**

### ***How does the Advanced Estimate tool work?***

The advanced estimate tool is considered to be a four step process: 1) Collection of user input regarding Installation specific data; 2) Addition of single or multiple buildings (including Use type, Construction type, size of facility, environmental considerations.) This step may be repeated if multiple facilities are included in the project. 3.) User review of estimated costs based on specified assumptions with override capability in categories of demolition, disposal, environmental, and other costs; and 3) Final report output with review of user input data, summary of estimated costs, best practices, assumptions, and estimated diversion goals.

### ***Why does the estimate I receive from the Quick Estimate tool differ from the Advanced Estimate?***

The most common reasons are typically due to environmental considerations and “other” project costs provided by the user in the advanced estimate. The quick estimate does not include environmental allowances or “other” costs typically associated with facility removal efforts such as relocation, renovation, and others.

### ***What assumptions are used to determine my estimate?***

Assumptions are linked to user input and are provided for a user to review and override values where variances exist. A summary of assumptions used to develop the estimate are also provided in the final report summary.

### ***What if I do not know one of the required inputs?***

Warnings and notices are provided for blank fields. Location, use, and construction type are required fields. If no disposal cost is indicated, a default value of \$50/ton is used. If on-site disposal or other 100% diversion is feasible, the user has the ability to input a 0 in the disposal cost field.

### ***How are the labor rates calculated?***

Labor rates were identified based on average Department of Labor wage rate determinations for a given installation location and are in compliance with Davis-Bacon Act wage rate determinations. The wage rates were compared for all known CONUS installation locations and a coefficient was assigned to each installation location to provide adjustments for labor variances based on user input.

***Why am I required to enter a disposal rate?***

Unit disposal cost rates have been developed for each category to correlate disposal to square footage based on historical and projected data. The unit cost rates have been adjusted to a common relative value corresponding to \$50 per ton. User input of disposal rate will be used to adjust this value in accordance with local rates.

***How do I determine my local disposal fee (tipping fee)?***

Call the nearest municipal solid waste management facility and ask for disposal rates or tipping fees corresponding to mixed Construction & Demolition (C&D) materials.

***Can I override Toolbox assumptions to enter my own figures for demolition, disposal, environmental factors, and include other costs?***

Yes. The advanced estimate tool allows the user to review estimate assumptions and override these fields if a known variance exists.

***How is the diversion data in the final estimate page calculated?***

Diversion quantities are based on the assumptions provided to the user and typically include high percentage recycling of steel, concrete, and other masonry materials.

***How do I save an estimate?***

The advanced estimate can be saved by selecting this option on the final output summary page. Estimates are saved on the Toolbox server. Previously saved estimates can be retrieved by logging into the Toolbox and clicking on the “Saved Estimates” link on the top horizontal menu.

***Can I get an estimate for multiple different facilities?***

The Advanced Estimate allows the user to collect an estimate for one or multiple facilities. By utilizing a “shopping cart” procedure, the user can specify data about a single facility, add it to the “cart,” then specify data about another facility and add it to the cart. Once all facilities have been added, the user can continue to the “Review Assumptions” step.

**FRP LIBRARY:*****Do I have to download a document in the library to read it?***

While there are multiple document types in the library, most are created using Adobe Acrobat (.pdf) and require Acrobat Reader to view. The user has the option to automatically open (view) the document or download each document to the user’s hard drive.

***How do I download acrobat reader?***

Visit [Adobe Reader Download](#) to download acrobat reader. This will allow you to read any .pdf file.

***How do I submit a document to be included in the library?***

Click on “FRP Contact” and fill in the information required by the form. Attach your file to the form and click “submit.” The FRP will review your document and add to the library if appropriate.

**BEST PRACTICES:*****What are best practices?***

FRP best practices are typically a resulting practice that is derived from various proven industry practices, practices developed to maximize efficiency, practices that optimize economic benefits, practices required to meet statutory or policy requirements, or other practices determined to be in the best interest of the Army.

***What is the difference between Best Practices and Lesson Learned?***

A lesson learned is documentation of a success or failure that generally results from execution of a project. When a lesson learned is determined to be innovative, or leads to a practice that is otherwise beneficial for particular facility removal efforts, the lesson learned may become implemented as a recommended best practice.

***How do I submit a Lesson learned from a facility removal project?***

The easiest way to submit a lesson learned or historical project data is via the Toolbox feedback mechanism located at the URL:

<http://129.229.130.10/frptoolbox/index.cfm?mth=common.cmt&cid=104>

or via e-mail @ [FRP@hnd01.usace.army.mil](mailto:FRP@hnd01.usace.army.mil) .

**CONTACT INFORMATION:*****Who should I contact to discuss a potential project?”***

The best contact is generally the FRP POC assigned to your IMA-region. The contacts are provided in the Toolbox or by clicking [CEHNC FRP Contacts](#) .

***How do I find contact information for CEHNC personnel involved with the “Best Practices Toolbox?”***

A personnel listing of all FRP involved personnel at USACE CEHNC can be found on the “FRP Contact” page of the Toolbox. This link can be found on the top horizontal menu of the FRP Toolbox home page or directly linked at [CEHNC FRP Contacts](#) .

**FRP FUNDING:**

*Can FRP funds be used to perform tasks necessary to coordinate with the SHIPO, such as taking photographs, documenting floor plans etc. if such tasks contribute to demolition of the building?"*

Yes, FRP funding can be used to support a variety of activities required to prepare a building for demolition. However, the FRP funds cannot be used for renovation.

*Can I be reimbursed for demolition already completed?*

No

*Can I demolish (or deconstruct) Family Housing under the Facilities Reduction Program?*

No.

*Can I use FRP funds to renovate buildings? Before I vacate excess buildings, I have to have somewhere to put displaced people. (UPDATED ANSWER)*

Yes. Per ACSIM guidance: Up to 20% of the current year funding may be used for related building renovations.

*Can ammunition plants get FRP funds?*

So called "special installations" like Army Ammunition Plants may be funded under the FRP. Currently HQIMA policy is that structures on OMA funded installations will be funded for reduction prior to structures on Army Working Capital Funded installations. Engineering and Support Center, Huntsville must coordinate these non-OMA funded installations with HQIMA for a funding decision.

*Can the FRP fund efforts required to re-route utilities?*

Yes. However, if the cost of re-routing utilities is quite high, it reduces the project's cost effectiveness and may result in a lower funding priority.

*Can we "bank" the square feet demolished under the FRP now and apply it to a MCA project later? (UPDATED ANSWER)*

Unfortunately, no mechanism currently exists for banking SF now to apply to a MCA project later. This issue is under consideration at ACSIM.

*Do I have to use Corps of Engineers' contracts in order to be funded under this program?*

No. Although USACE contracts may be available, funding can be provided for execution by Installation or Army Contracting Agency contracts.

*I already have a demolition contract in place and can get my work done with high quality at a reasonable cost. Do I have to use Corps of Engineers' contracts?*

No. FRP can provide funding to the Installation to execute their contracts, if that is the most cost-effective method and meets the solid waste stream diversion standard.



***How can I get demo funding right away?***

USACE is currently looking for projects that are ready to execute. Buildings that can be documented as meeting the ready- to-execute criteria are being funded right away if current year funds are available. Ready to Execute criteria generally includes:

- Completed DA Form 337 including
  - Environmental REC
  - HUD: McKinney-vento Act
  - Historical/Cultural Resources
  - Others per DA Form 337 requirements

**NOTE**

*DA Form 337 is not considered ready for submittal unless all items have been fully completed in accordance with applicable requirements.*

- Proper disposition code designation in IFS database
- Independent Government Estimate (IGE) including SOW

***How are facilities prioritized?***

The primary focus is on those projects on OMA funded Installations that are ready to execute now or in the very near term.

A new prioritization process is currently under review by OACSIM, HQIMA and HNC that considers both objective and subjective criteria. The objective criteria being considered are:

- a. Best value
- b. Ready-to-Execute duration
- c. Energy consumed
- d. Vacancy
- e. Excess square feet per RPLANS

***I want to reduce the waste stream. Is USACE funding ONLY demolition projects?***

The FRP includes deconstruction efforts. However, all projects may be evaluated on a basis of cost-effectiveness.

***Must I (Installation) have an awarded demolition contract in place in order for my project to be funded?***

No. Installations do NOT have to have a contract in place in order to be considered for funding.

If you don't have a contract in place, explain when a contract is planned to be in place (if appropriate). For example, if everything is in place for contract award except for funding, state so. If you need two more months to get ready for award, state that. If you don't plan to award a contract and are looking for a contract vehicle, state that.

***My installation is not OMA funded. Can I get buildings demolished under the Facilities Reduction Program?***

So called "special installations" like Army Ammunition Plants MAY be funded under the FRP. Currently HQIMA policy is that structures on OMA funded installations will be funded for reduction prior to structures on Army Working Capital Funded installations. Engineering and Support Center, Huntsville must coordinate these non-OMA funded installations with HQIMA for a funding decision.

***What happens if my building doesn't meet the ready-to-execute criteria?*** The FRP can fund efforts required to complete the documentation of ready-to-execute criteria. Depending on availability of funds and sufficient time, your project may still be funded. Otherwise, a project not ready for execution will be prioritized for execution in the next FY.

***Why is the Corps of Engineers (USACE) managing this program?***

HQIMA selected USACE to plan, manage and implement the FRP based on past USACE success in handling large programs using centralized management with decentralized execution, allowing IMA to capitalize on USACE's established partnerships.

***Will the FRP fund USACE support to the DPW in the preparation and development of environmental documentation required for excess buildings?***

Yes. If the DPW requires USACE or contractor support to complete the documentation of ready-to-execute criteria, those efforts can be funded by the FRP.

***Will the FRP fund building renovations in order to move personnel from excess buildings? (UPDATED ANSWER)***

Yes. Per ACSIM guidance: Up to 20% of the current year funding may be used for related building renovations.

***Will the FRP fund environmental abatement efforts required prior to demolition?***

The FRP may fund abatement efforts related to handling some hazardous materials, like asbestos flooring or lead-based paint, as part of the demolition. However, the FRP will not fund environmental remediation efforts. Also, if the abatement effort is quite costly, it reduces the project's cost effectiveness and may result in a lower funding priority.